

## Duties for host clubs

The League offers its thanks to you for hosting this meet. Without your volunteers, the League could not operate.

### Child Safeguarding

The host club shall appoint a “Promoter” for the event who must be present at the meet. The promoter must be a registered member of the ASA with the host club, and hold a valid DBS. The host club shall provide the name and ASA# of the appointed promoter to the League Secretary not less than 1 week ahead of the event.

The promoter shall be responsible for liaison with the pool manager at the meet. The promoter shall ensure that a copy of the League’s “Child Safeguarding Policy” as provided in the host pack is available for inspection if requested. The promoter shall also ensure that the League’s “Photography” policy, which covers Child Safeguarding is prominently displayed at the meet. The promoter shall be available to take note of any Child Safeguarding issues raised at the meet and report these promptly to the League Secretary.

### Poolside duties

**All clubs shall provide:**

1 Time Keeper & 1 Judge

officials do not need to be licensed or formally qualified for the role, but of adequate experience to perform the duties

**The host club shall provide:**

2 Referees, 1 Starter, 2 Chief Time Keepers, 1 Judge, 1 Time Keeper

1 announcer

2 recorders & a laptop running Microsoft Excel

The League shall arrange the hire of starting equipment and microphone from the pool

A set of printed Chief Timekeeper slips have been provided in the host pack. These are divided into odds and evens, boys/girls races. One Chief Time Keeper shall work with each referee. Operating from the far side of the pool, at the end of each race the Chief shall collect the Placings and each of the manual times from the Time Keepers and bring them to the referee.

Each Club shall on the night, provide to the hosts a printed copy of their Team Sheet. This has been so designed with space to act as Time Keeper sheet for the Time Keepers to write down the manual times. Team sheets and Chief Time Keeper slips shall be collected at the end of the meet and posted back to the League Secretary. Any DQs shall be written onto the Chief Time Keeper slips by the referees. If separate sheets are used, these must also be returned to the Secretary.

The hosts shall download the results spreadsheet from our website and enter the results. Ensure that the “recorders” see the teamsheets at the start and make a note of any declared over-age swimmers. Do not award points to over-aged swimmers. The results spreadsheet shall be emailed to the League Secretary within 24h of the end of the meet.

The hosts shall arrange poolside drinks for officials.

## **Dryside duties**

The hosts shall collect the entry fee printed on the programme cover. The League provides 250 programmes which are free with entry.

After the meet the hosts shall bank the monies, complete and return the remittance form provided in the host pack and arrange to pay the League Treasurer by cheque or transfer the door receipt income less any reasonable expenses incurred.

The hosts shall be responsible for safety in the changing facilities and provide male and female stewards if necessary.

The hosts may, if they wish, sell refreshments to spectators and run a raffle for their own profit.

**All files mentioned above can be downloaded from the League's website at**

**<https://m11league.org/resources-for-host-clubs/>**